

# Index

## A

### Action Codes

#### All Codes for

- Basket Message Lists, 2-5

- Messages, 3-3

- Sending Messages, 4-39

- Answer a Message, 3-5

#### Backup

- When Sending Messages, 4-41

- While Reading a Message, 3-9

- Canceling Messages Before Sending, 4-77

- Change Basket Name, 2-27

- Change Detail, 2-29

- Closed Message, 4-75

- Confidential Messages, 4-43

- Confirm Receipt, 4-67

- Copy a Message, 3-11

- Delete a Message, 3-15, 3-73

- Delete Messages In a Basket, 2-33, 2-73

- Delivery Basket Set, 4-45

- Edit a Message, 3-17

- Edit Recipients, 4-49

- Edit Subject, 4-53

- Edit Text, 4-55

- Extract KIDS or PackMan Messages, 3-83

- Filter Messages, 6-16

- Filter Messages In a Basket, 2-39

- Forward a Message, 3-19

- Forward Messages In a Basket, 2-37

- Group Actions, 2-13

- Headerless Print a Message, 3-21

- Headerless Print Messages In a Basket, 2-43, 2-57

- Ignore a Message, 3-25

- Include Responses When Replying to a Message, 3-57

#### Information Only

- For Messages Sent By You, 3-17, 3-27

- When Sending Messages, 4-57

- Later a Message, 3-31

- Later Messages In a Basket, 2-47

- Network Signature

- When Sending Messages, 4-63

- New Message List, 2-49

- New Toggle, 2-51

- New/Un New a Message, 3-35

- Opposite Selection Toggle, 2-53

- Paging, 2-77

- Print a Message, 3-37

- Print Messages In a Basket, 2-43, 2-57

- Priority Delivery, 4-65

- Priority Replies, 3-29

- Query (Search for) Messages In a Basket, 2-63

- Query Addressees to a Message, 3-41

- Query Detailed, 3-47

- Query Network, 3-51

- Query Recipients, 3-43

- Reply to a Message, 3-57

- Resequence Messages In a Basket, 2-69

- Save a Message, 3-71

- Save Messages To Another Basket, 2-71

- Scramble, 4-69

- Terminate a Message, 3-15, 3-73

- Terminate Messages In a Basket, 2-33, 2-73

- Text String Search, 2-79

- Transmit Later, 4-11, 4-25, 4-27, 4-59

- Transmit Now, 4-25, 4-27, 4-71

- Up-arrow Exit

- Baskets, 2-83

- Messages, 3-85

- Vaporize Date Edit, 3-75

- Vaporize Date Set, 4-73

- Write a Message, 3-79

- Zoom Selection Toggle, 2-75

### Action Commands

- Messages, 3-3

- Address, Forwarding Your Mail, 9-3, 9-5

### Addressing

- Broadcast Messages, 4-18

- Editing, 4-49

- Functionality, 4-7

- Groups, 4-7, 4-8

- Mail Groups, 4-7, 4-8

- Prefix Codes, 4-16

- Unknown Users (Local or Remote), 4-15

- Users, 4-7

- Using the DUZ, 4-7

### All Action Codes

- Basket Message Lists, 2-5

- Messages, 3-3

- Sending Messages, 4-39

All Messages Search, 5-9  
 AML, Become a Surrogate (SHARED,MAIL or Other) Option, 8-3, 8-5, 8-14  
 Answer a Message Action Code, 3-5  
 Answers and Questions About MailMan Online, 11-19  
 ASK BASKET Field, 4-5  
 Assumptions About the Reader, 3  
 Authorized Senders, 11-11  
 Authorized Senders of a Mail Group, 7-1, 11-12  
 AUTOMATIC DELETION DATE Field, 3-75, 4-73

## B

Backup Action Code  
   When Sending Messages, 4-41  
   While Reading a Message, 3-9  
 Basket Message Number, 2-9  
 Baskets  
   Action Commands, 2-5  
   Change Basket Name, 2-27  
   Change Detail, 2-29  
   Create, 3-71  
   Delete Messages In a Basket, 2-33, 2-73  
   Deleting a Mail Basket, 2-34  
   Filter Messages, 6-16  
   Filter Messages In a Basket, 2-39  
   Forward Messages In a Basket, 2-37  
   Headerless Print Messages In a Basket, 2-43, 2-57  
   Later Messages In a Basket, 2-47  
   List Baskets With New Mail, 1-7  
   Listing Messages in All Baskets, 10-13  
   Listing Messages in One Basket, 10-12  
   Message List Action Codes, 2-5  
   Message Location, 1-9, 10-5, 10-11  
   New Message List, 2-49  
   New Toggle, 2-51  
   Opposite Selection Toggle, 2-53  
   Paging, 2-77  
   Print Messages In a Basket, 2-43, 2-57  
   Query Messages In a Basket Action Code, 2-63  
   Read all Your New Mail, 1-5  
   Resequene Messages, 2-69  
   Save Messages To Another Basket, 2-71  
   Search for Messages In a Basket Action Code, 2-63  
   Searching for Messages in a Specific Basket, 5-18, 5-23

Searching for Messages in Your Mailbox, 5-13  
 Setting a Delivery Basket, 4-45  
 Terminate Messages In a Basket, 2-33, 2-73  
 Text String Search Actions, 2-79  
 Up-arrow Exit Action, 2-83  
 Zoom Selection Toggle, 2-75  
 Become a Surrogate (SHARED,MAIL or Other) [AML] Option, 8-3, 8-5, 8-14  
 Become a Surrogate, How To, 8-5  
 BIG GROUP SIZE Field, 4-8  
 Body of Message  
   Editing, 4-55  
 Boolean Expression, 2-63, 5-7  
 Broadcast Messages, 4-18

## C

Canceling Messages Before Sending Action Code, 4-77  
 Carbon Copy Prefix Code, 4-17  
 Change Basket Name Action Code, 2-27  
 Change Detail Action Code, 2-29  
 Change This Date, 10-7  
 Change/Delete Later'd Messages Option, 2-47, 3-31, 10-3, 10-6, 10-7, 10-9  
 Closed Message Action Code, 4-75  
 Command Action Codes  
   Basket Message Lists, 2-5  
   Messages, 3-3  
   Sending Messages, 4-39  
 Completing  
   Interrupted Messages, 4-33  
   Interrupted Reply, 3-69  
 Composing Messages, 4-3  
 Confidential Action Code, 4-43  
 Configure  
   Delivery Basket Edit Option, 4-45  
   User Options Edit Option, 2-78, 3-29, 4-65  
 Confirm Receipt Action Code, 4-67  
 Coordinator For a Mail Group, 7-4, 11-11, 11-12  
 Copy a Message Action Code, 3-11  
 Create Baskets, 3-71  
 Create New Filters, How To, 6-9  
 Creating  
   Forwarding Address, 9-9  
   Mail Filters, 6-9  
   Personal Mail Groups, 7-13  
 Creating and Sending Messages, 4-3  
 Criteria  
   Mail Filters, 6-5

Search for Messages, 5-5

## D

Decode Messages, 4-69  
 Deferred Send Action Code, 4-11, 4-25, 4-27, 4-59  
 Delete a Mail Basket, How To, 2-34  
 Delete a Message Action Code, 3-15, 3-73  
 Delete Messages In a Basket Action Code, 2-33, 2-73  
 Delete This Date, 10-7  
 Deleting  
   A Message's Latered Date and Time, 10-9, 10-11  
   Forwarding Address, 9-11  
   Mail Baskets, 2-34  
   Mail Filters, 6-19  
   Personal Mail Groups, 7-21  
   Surrogates, 8-17  
   Vaporization Date, 3-77  
 Deliver Message Later (Staggered), 4-17, 4-25, 4-27  
 Delivery Basket Edit Option, 4-45  
 Delivery Basket Set Action Code, 4-45  
 Delivery Options, 4-25  
   Deferred Send, 4-11, 4-25, 4-27, 4-59  
   Staggered Delivery, 4-17, 4-25, 4-27  
   Transmit Later, 4-11, 4-25, 4-27, 4-59  
   Transmit Now, 4-25, 4-27, 4-71  
 Description of a Mail Group, 11-12  
 Deselecting Messages, 2-21  
 Designating  
   Messages As Priority, 4-65  
   Surrogates, 8-13  
 Detail List of Recipients, 2-45, 2-61, 3-22, 3-38  
 Devices  
   Choosing, 1-15, 2-43, 2-45, 2-57, 2-59, 2-61, 3-22, 3-37, 3-38, 3-39, 10-6, 10-12, 10-13, 10-14, 11-21  
   P-MESSAGE, 4-35  
 Disenroll from a Mail Group, 7-3, 7-7, 7-9  
 Documentation Symbols, 1  
 DUZ, Addressing Mail Using the, 4-7

## E

Edit a Message Action Code, 3-17  
 Edit Recipients Action Code, 4-49  
 Edit Subject Action Code, 4-53  
 Edit Task Option, 4-62

Edit Text Action Code, 4-55

## Editing

AUTOMATIC DELETION DATE Field, 4-73  
 Existing Filters, 6-11  
 Forwarding Address, 9-3, 9-9  
 Messages, 3-17  
 Personal Mail Groups, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11  
 Recipients, 4-49  
 Subject, 4-53  
 Text, 4-55  
 Vaporization Date, 4-73  
 Vaporize Date, 3-75  
 Encode Messages, 4-69  
 Enroll in (or Disenroll from) a Mail Group  
   [GML] Option, 7-3, 7-7, 7-9  
 Enter/Return To Page Forward, 2-77  
 Establishing Filter Order, 6-7  
 EXISTING BASKETS ONLY (Response For Delivery Basket Privileges), 4-47  
 Exit  
   How to Quit the New Messages Option, 1-19  
 Exit Action, Up-arrow  
   Baskets, 2-83  
   Messages, 3-85  
 Exiting a Message with Unread Responses, 1-21  
 Extract KIDS or PackMan Messages Action Code, 3-83

## F

### Features

New in MailMan, 11-15  
 Patch 50, 11-15  
 Filter Messages Action Code, 6-16  
 FILTER MESSAGES Field, 6-4  
 Filter Messages In a Basket Action Code, 2-39  
 Filtering Criteria, 2-39  
 Filtering Mail, 6-1  
   Criteria, 6-5  
   FILTER MESSAGES Field, 6-4  
   How To Create New Filters, 6-9  
   How To Delete Mail Filters, 6-19  
   How To Edit Existing Filters, 6-11  
   How To Modify Mail Filters, 6-13  
   ORDER Field, 6-4, 6-7  
   Overridden, 6-4  
   STATUS Field, 6-4  
 Filters, 2-39, 4-45  
 Find Messages, 2-63, 5-1

- How, 5-9
- In A Particular Basket, 5-18, 5-23
- Only In Your Mailbox, 5-13
- Search All Messages, 5-9
- Search Criteria, 5-5
- Where, 5-3
- Flags, 1-9, 2-30, 2-31, 4-65
- Forward a Message Action Code, 3-19
- Forward Messages In a Basket Action Code, 2-37
- Forwarding
  - Address, 9-3, 9-5
  - Having Your Mail Automatically Forwarded, 9-1
  - How to Delete Your Forwarding Address, 9-11
  - How to Enter Your Forwarding Address, 9-9
  - Local Delivery Flag, 9-3, 9-7
  - Local Delivery On, 9-7
  - No Local Delivery, 9-7
- Forwarding Address Edit Option, 9-3, 9-9, 9-11
- Frequently Asked Questions About MailMan, 11-19
- From, 1-9, 2-30, 2-31, 2-39, 2-43, 2-57, 3-41, 3-43, 3-47, 3-51, 3-55, 3-67, 4-41, 6-5, 8-12

## G

- Gaps, 2-69
- General MailMan Information Option, 11-17
- Glossary, 1
- GML, Enroll in (or Disenroll from) a Mail Group Option, 7-3, 7-7, 7-9
- Group Actions, 2-13
  - Deselecting a Group of Messages, 2-23
  - Deselecting All Messages, 2-25
  - Deselecting One Message, 2-21
  - Selecting a Group of Messages, 2-17
  - Selecting All Messages, 2-19
  - Selecting One Message, 2-15
- Group Information Option, 7-11, 7-15, 7-19, 11-11
- Groups, 7-1
  - Addressing, 4-7, 4-8
  - Authorized Senders, 7-1, 11-11, 11-12
  - Coordinator, 7-4, 11-11, 11-12
  - Description, 11-12
  - Entering Names, 4-7
  - How To Create Personal Mail Groups, 7-13
  - How To Delete Personal Mail Groups, 7-21
  - How To Disenroll, 7-9

- How To Edit Personal Mail Groups, 7-17
- How To Enroll, 7-7
- How To Obtain Mail Group Information
  - Online, 11-11
- Last Referenced, 11-11
- Members, 11-12
- Organizer, 7-4, 7-11, 11-11, 11-12
- Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
- Personal Mail Groups Overview, 7-11
- Reference Count, 11-11
- Restrictions, 11-11
- Self-Enrollment, 11-11
- Type, 11-11

## H

- Having Your Mail Automatically Forwarded, 9-1
- Header, 2-43, 2-44, 2-57, 2-59, 2-61, 3-21, 3-22, 3-39, 3-41, 3-43, 3-44, 3-47, 3-51, 3-67, 3-77, 4-20, 4-22, 4-41, 8-12
- Header, Network, 3-51
- Header, Trace, 3-51
- Headerless Print a Message Action Code, 3-21
- Headerless Print Messages In a Basket Action Code, 2-43, 2-57
- Help
  - At Prompts, 2
  - Online, 2
- Help (User/Group Info., etc.)
  - General MailMan Information Option, 11-17
  - Group Information Option, 7-11, 7-15, 7-19, 11-11
  - Manual for MailMan Users Option, 11-21
  - New Features in MailMan Option, 11-15
  - Questions and Answers on MailMan Option, 11-19
  - Remote User Information Option, 11-9
  - User Information Option, 11-5
- Help (User/Group Info., etc.) Option, 7-3, 7-11, 7-15, 7-19, 11-3, 11-5, 11-6, 11-9, 11-11, 11-15, 11-17, 11-19, 11-21
- Help/Information Online, 11-1
  - Frequently Asked Questions About MailMan, 11-19
  - How to Obtain General MailMan Information, 11-17
  - How to Obtain Mail Group Information, 11-11

- How to Obtain Remote User Information, 11-9
- How to Obtain User Information, 11-5
- MailMan Users Manual, 11-21
- New Features in MailMan, 11-15
- Patch 50 Features, 11-15
- Hint, Scramble, 4-69
- Home Page, MailMan Home Page Web Address, 4
- How to
  - Obtain Help Online, 2
- How To
  - Become a Surrogate, 8-5
  - Change a Message's Latered Date and Time, 10-7
  - Create New Filters, 6-9
  - Create Personal Mail Groups, 7-13
  - Delete a Mail Basket, 2-34
  - Delete a Message's Latered Date and Time, 10-9
  - Delete Mail Filters, 6-19
  - Delete Personal Mail Groups, 7-21
  - Delete Your Forwarding Address, 9-11
  - Designate a Surrogate, 8-13
  - Disenroll From Mail Groups, 7-9
  - Edit Existing Filters, 6-11
  - Edit Personal Mail Groups, 7-17
  - Enroll in Mail Groups, 7-7
  - Enter Your Forwarding Address, 9-9
  - Exit a Message with Unread Responses, 1-21
  - Get a List of All Messages in Your Mailbox, 10-11
  - Get a Report On Latered Messages in Your Mailbox, 10-5
  - List All of Your Baskets with New Mail, 1-7
  - List All of Your New Messages, 1-9
  - List All of Your Priority Messages, 1-11
  - Modify Mail Filters, 6-13
  - Obtain General MailMan Information, 11-17
  - Obtain Mail Group Information, 11-11
  - Obtain Remote User Information, 11-9
  - Obtain User Information, 11-5
  - Print All of Your New Messages, 1-15
  - Quit—Exiting the New Messages Option, 1-19
  - Read All of Your New Mail by Basket, 1-5
  - Remove a Surrogate, 8-17
  - Respond to a Message, 3-59
  - Scan All of Your New Messages, 1-17
  - Search, 5-9
  - Stop Reading a Message, 1-21

- Use this Manual, 1
- View Frequently Asked Questions About MailMan (Online), 11-19
- View the MailMan Users Manual (Online), 11-21
- View the New Features in MailMan (Online), 11-15

## I

- Ignore a Message Action Code, 3-25
- IN-BASKET PURGE Field, 3-75, 4-73
- Index of Respondents, 3-10, 3-12, 3-13, 3-61
- Information
  - Online, 11-1
    - Frequently Asked Questions About MailMan, 11-19
    - How to Obtain General MailMan Information, 11-17
    - How to Obtain Mail Group Information, 11-11
    - How to Obtain Remote User Information, 11-9
    - How to Obtain User Information, 11-5
    - MailMan Users Manual, 11-21
    - New Features in MailMan, 11-15
    - Patch 50 Features, 11-15
- Information Only
  - Action Code
    - For Messages Sent By You, 3-17, 3-27
    - When Sending Messages, 4-57
  - Prefix Code, 4-16, 4-58
- Internal Message Identification Number, 1-9, 1-10, 1-13, 2-5, 2-7, 2-9, 2-10, 2-29, 2-31, 2-69, 3-41, 3-43, 3-47, 3-48, 4-60, 10-5, 10-11
- Interrupted Messages, Completing, 4-33
- Interrupted Reply, Completing, 3-69
- Introduction To MailMan User Manual, 1
- IRM
  - BIG GROUP SIZE Field, 4-8
  - P-MESSAGE Device, 4-35

## K

- Keyword, 3
- Keywords, 2, 3

## L

- LAST REFERENCED Field, 11-11, 11-12
- Later a Message Action Code, 3-31
- Later Messages In a Basket Action Code, 2-47

Later Prefix Code, 4-17, 4-25, 4-27  
 Lines, 1-9, 2-29, 2-31  
 List All of Your Baskets with New Mail, How to, 1-7  
 List All of Your New Messages, How to, 1-9  
 List All of Your Priority Messages, How to, 1-11  
 Lists and Reports, 10-1  
     How to Change a Message's Latered Date and Time, 10-7  
     How to Delete a Message's Latered Date and Time, 10-9  
     How to Get a List of All Messages in Your Mailbox, 10-11  
     How to Get a Report On Latered Messages in Your Mailbox, 10-5  
 Local Delivery Flag, 9-3, 9-7  
 Local Delivery On (Response When Having Your Mail Forwarded), 9-7  
 Looking for Messages, 2-63, 5-1  
     How, 5-9  
     In A Particular Basket, 5-18, 5-23  
     Only In Your Mailbox, 5-13  
     Search All Messages, 5-9  
     Search Criteria, 5-5  
     Where, 5-3

## M

Mail Filters, 2-39, 4-45, 6-1  
     Criteria, 6-5  
     FILTER MESSAGES Field, 6-4  
     How To Create New Filters, 6-9  
     How To Delete Mail Filters, 6-19  
     How To Edit Existing Filters, 6-11  
     How To Modify Mail Filters, 6-13  
     ORDER Field, 6-4, 6-7  
     Overridden, 6-4  
     STATUS Field, 6-4  
 Mail Group Options, 7-3  
 Mail Groups, 7-1  
     Addressing, 4-7, 4-8  
     Authorized Senders, 7-1, 11-11, 11-12  
     Coordinator, 7-4, 11-11, 11-12  
     Description, 11-12  
     Enroll In or Disenroll from a Mail Group, 7-3, 7-7, 7-9  
     Entering Names, 4-7  
     How To Create Personal Mail Groups, 7-13  
     How To Delete Personal Mail Groups, 7-21  
     How To Disenroll, 7-9

How To Edit Personal Mail Groups, 7-17  
 How To Enroll, 7-7  
 How To Obtain Mail Group Information Online, 11-11  
 Information Option, 7-11, 7-15, 7-19, 11-11  
 Last Referenced, 11-11  
 Members, 11-12  
 Organizer, 7-4, 7-11, 11-11, 11-12  
 Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11  
 Personal Mail Groups Overview, 7-11  
 Reference Count, 11-11  
 Restrictions, 11-11  
 Self-Enrollment, 11-11  
 Type, 11-11  
 Mailbox  
     Get a Report On Latered Messages in Your Mailbox, 10-5  
     Mailbox Contents List Option, 10-3  
     Messages Search, 5-13  
 Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13  
 MailMan Home Page Web Address, 4  
 MailMan Information Online, 11-17  
 MAILMAN SITE PARAMETERS file, 4-8  
 MAILMAN SITE PARAMETERS File, 4-8  
 MailMan Users Manual Online, 11-21  
 Managing  
     Individual Messages, 3-1  
     Messages in a Basket, 2-1  
     New Messages and Responses, 1-1  
 Managing Mail In Your MailMan Message Center, 1  
 Manual for MailMan Users Option, 11-21  
 Manuals (related), 4  
 Members, Mail Groups, 11-12  
 MESSAGE File, 2-3, 2-9, 2-11, 5-3, 5-9, 5-10  
 Message Filter Edit Option, 6-3, 6-4, 6-5, 6-9, 6-11, 6-15, 6-19  
 Message Numbers, 1-9, 1-10, 1-13, 2-5, 2-9, 2-30, 2-31  
 MESSAGE ORDER Field, 2-78  
 Message Sent Date, 1-9, 2-29, 2-31  
 Messages  
     Action Codes, 3-3  
     Answer a Message, 3-5  
     Backup a Message, 3-9  
     Carbon Copy, 4-17  
     Copy a Message, 3-11  
     Delete a Message, 3-15, 3-73  
     Edit a Message, 3-17

- Exiting a Message with Unread Responses, 1-21
- Extract KIDS or PackMan Messages, 3-83
- Forward a Message, 3-19
- Group Actions, 2-13
- Header, 2-43, 2-44, 2-57, 2-59, 2-61, 3-21, 3-22, 3-39, 3-41, 3-43, 3-44, 3-47, 3-51, 3-67, 3-77, 4-20, 4-22, 4-41, 8-12
- Headerless Print a Message, 3-21
- How to List All Priority Messages, 1-11
- How to List All Your New Messages, 1-9
- How to Print All of Your New Messages, 1-15
- How To Scan All of Your New Messages, 1-17
- Ignore a Message, 3-25
- Information Only Action Code
  - For Messages Sent By You, 3-17, 3-27
  - When Sending Messages, 4-57
- Information Only Prefix Code, 4-16, 4-58
- Later, 3-31
- Make New Again, 3-35
- Make New at a Later Date and Time, 3-31
- Make Un New, 3-35
- Move, 3-71
- New/Un New a Message, 3-35
- Print a Message, 3-37
- Priority Replies, 3-29
- Query Addressees to a Message, 3-41
- Query Detailed, 3-47
- Query Network, 3-51
- Query Recipients, 3-43
- Remove Recipient (Minus), 4-17
- Reply to a Message, 3-57
- Save a Message, 3-71
- Search for All Messages, 5-9
- Search for Messages in Your Mailbox, 5-13
- Staggered Delivery (Later), 4-17, 4-25, 4-27
- Stop Reading a Message, 1-21
- Terminate a Message, 3-15, 3-73
- Up-arrow Exit Action, 3-85
- Vaporize Date Edit, 3-75
- Write a Message, 3-79
- Minus Number, 2-77
- Minus Recipients, 4-17
- Minus Sign, 2-77
- Modifying
  - Mail Filters, 6-13
- Move Messages, 3-71

## N

- Names
  - Addressing Users or Mail Groups, 4-7
- Network Header, 3-51
- Network Information, 3-51
- Network Signature, 3-5, 3-7, 4-63
- Network Signature Action Code
  - When Sending Messages, 4-63
- New Features in MailMan, 11-15
- New Features in MailMan Option, 11-15
- New Message List Action Code, 2-49
- New Messages and Responses [NML] Option, 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
- New Messages, How to List All, 1-9
- NEW PERSON file, 4-18
- New/Un New a Message Action Code, 3-35
- NewToggle Action Code, 2-51
- NML, New Messages and Responses Option, 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
- No Local Delivery (Default Response When Having Your Mail Forwarded), 9-7
- NO, DON'T ACCEPT IT (Default Response For Delivery Basket Privileges), 4-47

## O

- Online
  - Documentation, 2
  - Help, How to Obtain, 2
- Online Help Frames, 2
- Online Help/Information, 11-1
  - Frequently Asked Questions About MailMan, 11-19
  - How to Obtain General MailMan Information, 11-17
  - How to Obtain Mail Group Information, 11-11
  - How to Obtain Remote User Information, 11-9
  - How to Obtain User Information, 11-5
  - Manual for MailMan Users, 11-21
  - New Features in MailMan, 11-15
  - Patch 50 Features, 11-15
- Opposite Selection Toggle Action Code, 2-14, 2-53
- Options
  - Become a Surrogate (SHARED,MAIL or Other), 8-3, 8-5, 8-14
  - Change/Delete Later'd Messages Option, 2-47, 3-31, 10-3, 10-6, 10-7, 10-9

- Delivery Basket Edit, 4-45
  - Enroll in (or Disenroll from) a Mail Group, 7-3, 7-7, 7-9
  - Forwarding Address Edit, 9-3, 9-9, 9-11
  - General MailMan Information Option, 11-17
  - Group Information, 7-11, 7-15, 7-19, 11-11
  - Help (User/Group Info., etc.), 7-3, 7-11, 7-15, 7-19, 11-3, 11-5, 11-6, 11-9, 11-11, 11-15, 11-17, 11-19, 11-21
  - Mail Groups, 7-3
  - Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13
  - Manual for MailMan Users Option, 11-21
  - Message Filter Edit, 6-3, 6-4, 6-5, 6-9, 6-11, 6-15, 6-19
  - New Features in MailMan, 11-15
  - New Messages and Responses [NML], 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
  - Other MailMan Functions, 10-3, 10-5, 10-7, 10-9, 10-11, 10-12, 10-13
  - Personal Mail Group Edit, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
  - Personal Preferences, 2-78, 4-45, 6-3, 6-4, 6-9, 6-11, 6-15, 6-19, 7-3, 7-4, 7-7, 7-9, 7-11, 7-13, 7-17, 7-21, 8-3, 8-13, 8-17, 9-3, 9-9, 9-11, 11-5
  - Query/Search for Messages, 3-2, 5-3, 5-7
  - Questions and Answers on MailMan Option, 11-19
  - Read/Manage Messages [RML], 2-3, 3-2, 4-78
  - Remote User Information, 11-9
  - Report on Later'd Messages, 2-47, 3-31, 10-3, 10-5, 10-7
  - Send a Message [SML], 3-79, 4-3, 4-4, 4-77
  - Surrogate Edit, 8-3, 8-5, 8-13, 8-17
  - Surrogates, 8-3
  - User Information Option, 11-5
  - User Options Edit, 2-78, 3-29, 4-65
  - ORDER Field (Filters), 6-4, 6-7
  - Organizer For a Mail Group, 7-4, 7-11, 11-11, 11-12
  - Orientation For MailMan User Manual, 1
  - Other MailMan Functions
    - Change/Delete Later'd Messages Option, 2-47, 3-31, 10-3, 10-6, 10-7, 10-9
    - Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13
    - Report on Later'd Messages Option, 2-47, 3-31, 10-3, 10-5, 10-7
    - Other MailMan Functions Option, 10-3, 10-5, 10-7, 10-9, 10-11, 10-12, 10-13
    - Other Surrogates, 8-1, 8-7
- ## P
- Paging Action Codes, 2-77
    - Enter or Return, 2-77
    - Minus Number, 2-77
    - Minus Sign, 2-77
    - Plus Number, 2-77
    - Plus Sign, 2-77
    - Zero, 2-77
  - Password When Scrambling Messages, 4-69
  - Patch 50 Features, 11-15
  - Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
  - Personal Mail Groups, 7-11
    - How To Create, 7-13
    - How To Delete, 7-21
    - How To Edit, 7-17
  - Personal Preferences Option, 2-78, 4-45, 6-3, 6-4, 6-9, 6-11, 6-15, 6-19, 7-3, 7-4, 7-7, 7-9, 7-11, 7-13, 7-17, 7-21, 8-3, 8-13, 8-17, 9-3, 9-9, 9-11, 11-5
    - Delivery Basket Edit Option, 4-45
    - User Options Edit Option, 2-78, 3-29, 4-65
  - Plus Number, 2-77
  - Plus Sign, 2-77
  - P-MESSAGE Device, 4-35
  - Postmaster, 4-18
  - Preface to the MailMan User Manual, iii
  - Preferences
    - Delivery Basket Edit Option, 4-45
    - User Options Edit Option, 2-78, 3-29, 4-65
  - Prefix Codes
    - Addressing, 4-16
    - Carbon Copy, 4-17
    - Information Only, 4-16, 4-58
    - Later, 4-17, 4-25, 4-27
    - Remove Recipient (Minus), 4-17
  - Print a Message Action Code, 3-37
  - Print All of Your New Messages, How to, 1-15
  - Print Information, 1-15, 1-16
  - Print Messages In a Basket Action Code, 2-43, 2-57
  - Priority Delivery Action Code, 4-65
  - Priority Mail, 1-6, 1-9, 1-11, 1-12, 1-16, 1-17
  - Priority Messages, How to List All, 1-11
  - Priority Replies Action Code, 3-29

PRIORITY RESPONSES FLAG Field, 3-29, 4-65

PRIORITY RESPONSES PROMPT Field, 4-65  
Privileges

Surrogates Read and Write Privileges, 8-2, 8-11

Surrogates Read Privileges, 8-2, 8-9

## Q

Query (Search for) Messages, 5-1

Query (Search for) Messages In a Basket, 2-63

Query Addressees to a Message Action Code, 3-41

Query Detailed Action Code, 3-47

Query Network Action Code, 3-51

Query Recipients Action Code, 3-43

Query/Search for Messages Option, 3-2, 5-3, 5-7

Question Mark Help, 2

Questions and Answers About MailMan Online, 11-19

Questions and Answers on MailMan Option, 11-19

Quit

How to Exit the New Messages Option, 1-19

## R

Read All of Your New Mail by Basket, How to, 1-5

Read/Manage Messages [RML] Option, 2-3, 3-2, 4-78

Read/Rcvd, 1-9, 2-29, 2-31

Reader, Assumptions About the, 3

Reading/Managing Messages

In a Basket, 2-1

Individual Messages, 3-1

New Messages and Responses, 1-1

Recipient Prefix Codes, 4-16

Recipients, Editing, 4-49

REFERENCED COUNT Field, 11-11, 11-12

Remote User Information Option, 11-9

Removing

Recipient (Minus) Prefix Code, 4-17

Surrogates, 8-17

Vaporization date, 3-77

Reply to a Message Action Code, 3-57

Reply To Differs From the From Address, 3-67

Reply to Messages, 3-5

Reply, Interrupted, 3-69

Replying—"Reply To" Differs From the "From" Address, 3-67

Report on Later'd Messages Option, 2-47, 3-31, 10-3, 10-5, 10-7

Reports and Lists, 10-1

How to Change a Message's Latered Date and Time, 10-7

How to Delete a Message's Latered Date and Time, 10-9

How to Get a List of All Messages in Your Mailbox, 10-11

How to Get a Report On Latered Messages in Your Mailbox, 10-5

Request Confirm Receipt Action Code, 4-67

Resequence Messages In a Basket Action Code, 2-69

Respond to a Message, How To, 3-59

Respondents Index, 3-10, 3-12, 3-13, 3-61

Responding to the Latest Response, 3-66

Responses are ORDINARY (Response For PRIORITY RESPONSES FLAG Field), 3-29

Responses are PRIORITY (Response For PRIORITY RESPONSES FLAG Field), 3-29

Restrictions of a Mail Group, 11-11

Review a Message, 4-41

RML, Read/Manage Messages Option, 2-3, 3-2, 4-78

## S

Save a Message Action Code, 3-71

Save Messages To Another Basket Action Code, 2-71

Scan All of Your New Messages, How to, 1-17

Scheduled Task, 4-61

Scramble Action Code, 4-69

Scramble Hint, 4-69

Scramble Password, 4-69

Search for Messages, 2-63, 5-1

How, 5-9

In A Particular Basket, 5-18, 5-23

Only In Your Mailbox, 5-13

Search All Messages, 5-9

Search Criteria, 5-5

Where, 5-3

Security Keys

XMMGR, 8-6, 11-11

XMNET, 9-1

XUPROGMODE, 3-83

SELECTED BASKETS ONLY (Response For Delivery Basket Privileges), 4-47

Selecting Messages, 2-15  
 Self-Enrollment, 7-4, 7-7, 7-8, 7-9, 7-10, 11-11, 11-12, 11-14  
 Send a Message, 4-1  
     Action Codes, 4-39  
     Addressing With Prefix Codes, 4-16  
     Backup Action Code, 4-41  
     Canceling Before Sending, 4-77  
     Carbon Copy Prefix Code, 4-17  
     Closed Message Action Code, 4-75  
     Confidential Action Code, 4-43  
     Confirm Receipt Action Code, 4-67  
     Deferred Send Action Code, 4-11, 4-25, 4-27, 4-59  
     Delivery Basket Set Action Code, 4-45  
     Edit Recipients Action Code, 4-49  
     Edit Subject Action Code, 4-53  
     Edit Text Action Code, 4-55  
     Information Only  
         Prefix Code, 4-16, 4-58  
     Information Only Action Code, 4-57  
     Later Prefix Code, 4-17, 4-25, 4-27  
     Network Signature Action Code, 4-63  
     P-MESSAGE Device, 4-35  
     Prefix Codes, 4-16  
     Priority Delivery Action Code, 4-65  
     Remove a Recipient (Minus), 4-17  
     Scramble Action Code, 4-69  
     SML Option, 3-79, 4-3, 4-4, 4-77  
     Staggered Delivery Prefix Code, 4-17, 4-25, 4-27  
     To a Group, 7-1  
     To Local Recipients, 4-15  
     To Remote Recipients, 4-15  
     To Yourself, 4-5  
     Transmit Later Action Code, 4-11, 4-25, 4-27, 4-59  
     Transmit Now Action Code, 4-25, 4-27, 4-71  
     Vaporize Date Set Action Code, 4-73  
     Write Action Code, 3-79  
 SHARED,MAIL, 4-44, 8-1, 8-3, 8-5, 8-6, 8-7  
 SHOW DUZ WHEN ADDRESS MESSAGE field, 4-8  
 SML, Send a Message Option, 3-79, 4-3, 4-4, 4-77  
 Stagger Delivery (Later) Prefix Code, 4-17, 4-25, 4-27  
 STATUS Field, 6-4  
 Stop Reading a Message,, 1-21  
 String Search Action Codes, 2-79  
 Subject, 4-7

Subject of the Message, 1-9, 2-30, 2-31, 2-39, 2-43, 2-57, 2-63, 3-41, 3-43, 3-47, 4-39, 5-3, 5-5, 5-13, 6-5, 10-5, 10-7, 10-11  
     Editing, 4-53  
 Summary List of Recipients, 2-45, 2-61, 3-22, 3-38  
 Surrogate Edit Option, 8-3, 8-5, 8-13, 8-17  
 Surrogate Options, 8-3  
 Surrogates, 4-43, 4-44, 8-1  
     How to Become One, 8-5  
     How to Designate, 8-13  
     How to Remove, 8-17  
     Other Surrogates, 8-1, 8-7  
     Read and Write Privileges, 8-2, 8-11  
     Read Privileges, 8-2, 8-9  
     SHARED,MAIL, 8-1, 8-5, 8-6  
 Symbols Found in the Documentation, 1

## T

Table of Contents For the MailMan User Manual, v  
 TaskMan User Option menu, 4-61, 4-62  
 Tasks, Scheduled, 4-61  
 TBOX, 4-61  
 Terminate a Message Action Code, 3-15, 3-73  
 Terminate Messages In a Basket Action Code, 2-33, 2-73  
 Text  
     Editing, 4-55  
 Text String Search Action Codes, 2-79  
 Toggles  
     Change Detail Action Code, 2-29  
     Closed Message Action Code, 4-75  
     Confidential Action Code, 4-43  
     Confirm Receipt Action Code, 4-67  
     Extract KIDS or PackMan Messages Action Code, 3-83  
     Information Only Action Code  
         For Messages Sent By You, 3-27  
         When Sending Messages, 4-57  
     New/Un New a Message Action Code, 3-35  
     Opposite Selection Action Code, 2-14, 2-53  
     Priority Delivery Action Code, 4-65  
     Priority Replies Action Code, 3-29  
     Zoom Selection Action Code, 2-14, 2-75  
 Toolbox Menu Options, 4-61  
 Trace Header, 3-51  
 Transmit Later Action Code, 4-11, 4-25, 4-27, 4-59  
 Transmit Now Action Code, 4-25, 4-27, 4-71

Type, 11-11

## U

- Un-Delete, 2-34
- Unscramble, 4-69
- Un-Terminate, 2-74
- Up-arrow, 1-10, 1-13, 1-17, 1-19, 2-8, 2-63, 2-67, 3-4, 4-40, 4-51, 5-7, 5-17, 5-22, 5-27, 6-19, 11-22
  - Canceling Messages Before Sending, 4-77
  - Exit Action
    - Baskets, 2-83
    - Messages, 3-85
  - Exiting a Message with Unread Responses, 1-21
  - Quit Reading New Messages, 1-6
- Use this Manual, How to, 1
- User Information Option, 11-5
- User Names, 4-7
- User Options Edit Option
  - MESSAGE ORDER Field, 2-78
  - PRIORITY RESPONSES FLAG Field, 3-29, 4-65
  - PRIORITY RESPONSES PROMPT Field, 4-65

## V

- Vaporize Date Edit Action Code, 3-75
- Vaporize Date Set Action Code, 4-73
- Vaporize Date, Remove, 3-77

## W

- Web Page, MailMan Home Page Web Address, 4
- Where to Search, 5-3
- Write a Message Action Code, 3-79

## X

- XMMGR Security Key, 8-6, 11-11
- XMNET Security Key, 9-1
- XMSTAR LIMITED Security Key, 4-18
- XMSTAR Security Key, 4-18
- XUPROGMODE Security Key, 3-83

## Y

- YES, ACCEPT IT (Response For Delivery Basket Privileges), 4-47

## Z

- Zero, 2-77
- Zoom Selection Toggle Action Code, 2-14, 2-75

